

THE CITY OF KNOXVILLE

CIVIL SERVICE JOB ANNOUNCEMENT

Civil Service Department, Suite 569, City County Bldg, 400 Main Street, Knoxville, TN 37902 (865) 215-2106. Web: www.knoxvilletn.gov

6028

Permit Technician

08/06/2018

(Inspections)

(Entry-Level and Promotional)

Drug testing may be required

ENTRY-LEVEL SALARY: \$27,566 annually

PAY GRADE RANGE: \$ 27,566 - \$ 39,446 annually (Pay Grade 3)

The City of Knoxville requires as a condition of employment that all newly employed individuals, former employees that have been re-hired, or employees promoted to a new classification will receive their paychecks by way of automatic direct deposit.

Starting and promotional salaries will be determined based upon applicant qualifications and in accordance with Civil Service Merit Board Rules and Regulations.

The City of Knoxville only accepts online applications. To apply, go to <http://www.knoxvilletn.gov/jobs>. **You must complete ALL APPLICABLE SECTIONS of the application. DO NOT LEAVE SECTIONS BLANK SIMPLY BECAUSE THAT INFORMATION APPEARS ON YOUR RESUME. Doing so could result in your application being deemed incomplete.** If you need assistance submitting an application, you may visit the Civil Service office at the address listed above.

The following documents **MUST** be submitted online by **4:30 p.m. on: Thursday, August 16, 2018.**

- Completed City of Knoxville Online Application
- Detailed Resume (upload and attach to your online application)
- If you have questions regarding your application or need help applying, please email hbroyles@knoxvilletn.gov before the posting deadline.

JOB DESCRIPTION: Please See Attached Position Description

MINIMUM REQUIREMENTS

Unless stated otherwise, applicants must possess and/or meet the following minimum requirements prior to the application deadline.

- Current City Employees may apply, but must have completed initial Civil Service probationary period and must have received a satisfactory performance rating on their last evaluation to receive promotional preference.
- Graduation from a standard high school or equivalent.

Preferred Qualifications

- Possession of International Code Congress (ICC) Permit Technician Certification within one-year probationary period.

EXAMINATION

Applicants meeting the minimum qualifications will be scheduled for the written test (100% of final score). The subject areas for the written test are: Blueprints; Basic Computer Operations; Basic Arithmetic and Mathematical Computations; and Vocabulary/Technical Terminology.

Note: Background checks will be conducted.

AN EQUAL OPPORTUNITY EMPLOYER/DRUG FREE WORKPLACE

The City of Knoxville does not discriminate on the basis of race, color, creed, national origin, sex, religion, age, veteran status, disability, gender identity, genetic information, or sexual orientation in employment opportunities.

POSITION DESCRIPTION
City of Knoxville

Class Title: Permit Technician	Working Title: same	PCN:
	Incumbent: vacant	Created: 2/1/2011 Updated: 4/26/2017

GENERAL DESCRIPTION

Under general direction, performs work of considerable difficulty in accomplishing permitting duties. Work at this level usually requires the use of independent judgment and initiative. Typically relieves an administrative official of a variety of technical/general office tasks; usually assigned sole responsibility for a program/project requiring skills of a technical assistant.

ESSENTIAL FUNCTIONS

Processes applications for building, gas, mechanical, plumbing, and electrical permits.

Processes applications for plans review submittals.

Conducts technical research on permits, plans, and property addresses upon request.

Reviews drawings for lot lines, setbacks, property lines, etc.

Consults with architects, contractors, citizens, property owners, etc. regarding permit and plans review process.

MARGINAL FUNCTIONS

Process license applications for gas, mechanical, plumbing, and electrical contractors.

Process Surety Bond Forms for gas, mechanical, plumbing, and electrical contractors.

Balance cash reports from various fees collected.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of basic architectural drawings/sketches.

Knowledge of basic computer operations and software applications.

Knowledge of basic arithmetic computations.

Knowledge of technical terminology related to construction.

Knowledge of modern office practices and procedures.

Knowledge of research techniques.

Ability to deal courteously with people.

Ability to communicate effectively, both orally and written.

Ability to transcribe from dictation.

Knowledge of filing systems and methods of data cross-reference.

PHYSICAL REQUIREMENTS

This position consists of primarily light work, requiring the incumbent to exert up to 20 pounds of force occasionally, or 10 pounds (or less) or force frequently, in order to lift/carry, push/pull or otherwise move objects. The job usually requires walking or standing to a significant degree. A description of the specific physical requirements associated with this position is maintained on file in the Civil Service office for review upon request.

MENTAL REQUIREMENTS

This position uses relevant principles and procedures to solve practical problems and to deal with a variety of concrete

variables in situation where only limited standardization exists. A description of the specific mental requirements associated with this position is maintained on file in the Civil Service office for review upon request.

MINIMUM REQUIREMENTS

Must possess a high school diploma or GED equivalent.

PREFERRED QUALIFICATIONS

Possession of International Code Congress (ICC) Permit Technician Certification within one-year probationary period.